Institute of Museum and Library Services

Participation in the Government-wide Streamlining and Grants.gov Efforts

Although a small agency, IMLS has been involved in many of the P.L. 106-107 initiatives.

♦ IMLS has reviewed and commented on notices of grants management policies proposed by the 106-107 workgroups.

♦ IMLS is quite involved in the Grants.gov initiative, particularly the FIND and APPLY activities. IMLS participated in the FIND pilot and published 100% of the agency funding opportunities for FY 2004. IMLS representative received training in two workshops to prepare the agency to begin receiving application through Grants.gov APPLY, IMLS is an active participant in the working group to develop the Arts and Humanities common cover sheet.

♦ IMLS plans to participate in the APPLY portal to receive applications for FY 05.

Internal Efforts to Create an Environment Conducive to Grants Streamlining and Simplification and Assess Impact of Changes

General Approach

IMLS is working internally to meet P. L. 106-107 requirements in the following ways:

♦ *Senior program managers are regularly briefed on the activities of the various grants streamlining workgroups and the potential impact on program management. Executives support streamlining initiatives.*

♦ *Grants.gov program staff on June 15, 2004, provided a briefing for the IMLS program management staff on the goals, status, benefits, and process of Grants.gov FIND and APPLY.*

♦ *An internal grants management team meets regularly to identify how the agency can streamline grant management activities across agency programs and to conform as closely as possible with government-wide initiatives.*

♦ *IMLS has alerted its grantee community of changing requirements (specifically regarding the DUNS number requirement) and plans to continue this practice as other requirements are in place. Information on changing requirements is distributed in the IMLS*

> *electronic newsletter to the museum and library communities, and the information is prominent on the agency Web site. Program guidelines provide the information, as well. Program staff include the information about Grants.gov in updates at professional association meetings. IMLS is developing plans to prepare its applicant community about submitting applications to IMLS through Grants.gov.*
>
> ♦ *IMLS is working with its IT staff to prepare for participation in the first year of Grants.gov and the integration of applications submitted through that system into the agency's internal automated grants management system.*

Implementing the Recent Changes Affecting the Pre-Award Process

Grants.gov FIND

> ♦ *IMLS fully participates in Grants.gov FIND. IMLS posted 100% of the FY 2004 funding opportunities synopses, and will post 100% for FY 2005 and out years.*

Announcement Template

> ♦ *IMLS has a single point of contact for managing announcements responsible for posting announcements when they become available so that potential applicants can find IMLS guidance for applying for IMLS funds through the timely and consistent presentation of information.*
>
> ♦ *IMLS used the standard announcement template in 2004 for all funding opportunities.*

The Grants.gov Portal and Electronic Applications

> ♦ *IMLS is conducting an internal review of currently OMB-approved data elements to identify non-core data elements and determine their continued need.*
>
> ♦ *IMLS staff attended Two Grants.gov workshops to prepare the agency to receive applications through Grants.gov APPLY.*
>
> ♦ *Grants.gov program office staff provided a briefing to IMLS program management staff about the goals, status, benefits, and process of Grants.gov as part of the internal preparation to implement the APPLY*

function for IMLS applications.

♦ *IMLS is a member of the Arts and Humanities working group that is developing the common cover sheet.*

♦ *IMLS has begun the analysis of adaptation of agency back office systems to allow electronic receipt of applications and interface with the Grants.gov portal.*